



GARDENER

FURTHER PARTICULARS OF THE ROLE

Wolfson College is a great place to work. Founded as a graduate college in 1966, it is one of Oxford University's largest and most international colleges, with a strong egalitarian and democratic ethos. The College is increasingly known as one of the most energetic, innovative, and welcoming scholarly communities in Oxford.

Wolfson is home to around 800 students from 75 countries, nearly 300 fellows and almost 100 postdocs. The College is located on the banks of the Cherwell River in north Oxford, with a campus of Grade 2 listed buildings and open parkland. The College grounds also boast a bog garden, containing a water cascade feature fed by the adjacent River Cherwell, a woodland walk and a winter garden. All of these areas are linked by sweeping informal lawns, which provide an excellent canvas to show off the plantings.

JOB DESCRIPTION

Job Title: Gardener

Department: Home Bursary

Relationships:

1. **Responsible to:** Head Gardener and Deputy Head Gardener.
2. **Liaison with:** other members of the Grounds Team, Home Bursary team
3. **Main Purpose of Job:** As a member of the Grounds team to ensure that College grounds, gardens and plants are maintained to the required high standard.

Main Tasks of Job:

1. Regular upkeep of Gardens, Grounds and Sportsfields
 - 1.1 *Lawns:* mowing, irrigating, feeding, selective weed-killing, edging, scarification, topdressing, spiking, rolling, turf-lifting and laying, leaf-sweeping.
 - 1.2 *Glasshouse:* watering, shading, ventilations, glasshouse hygiene, propagation, and cultivation of ornamental and non-hardy plants to include pricking out, potting and preparation of composts.
 - 1.3 *Nursery:* propagation, vegetative (all methods) and seed, growing-on of stock, both containerised and on open ground, including cut flower production. Watering, feeding and

management of cold frames and standing out beds. Pest and disease control, cutting and stacking turves for potting loam.

1.4 *Displays*: arrangement and daily care of plants within College and container grown plants outdoors.

1.5 *Maintenance of plant collections*: including division and replanting of herbaceous stock, transplanting, pruning, mulching, top dressing, irrigation, staking, tying, training disbudding and general care of plants within the collections.

1.6 *Litter control*: all external hard surfaces, cycle stores and garages. This will include leaf sweeping.

1.7 *Sportsfield*: basic surveying and laying out of facilities, seasonal turf operations as outlined in 1.1 and harrowing, marking construction of goal nets and sports equipment. Maintenance of drain outfalls and ditches.

1.8 *Arboricultural equipment*: use of hand tools to facilitate the pruning, felling and pollarding of trees, including the maintenance of hedges.

1.9 *Storeroom maintenance*: daily cleaning of hand tools and machinery after use, keeping records and logbooks associated with chemical stores and usage.

1.10 *Security*: glasshouse, appropriate gates and ancillary stores including machinery and other garden equipment.

1.11 *Additional Duties to include the up keep of the grounds and gardens adjacent to the College's external properties situated within the vicinity of the college*. This will include all seasonal and regular horticultural tasks such as hedge and pathway maintenance, shrub bed and border maintenance and may also include the mowing of the associated lawn areas.

2. Intermittent upkeep of Gardens, Grounds and Sportsfields

2.1 *Machinery*: minor running repairs as required, maintenance of air filters, periodic oil changes and general greasing as required, adjustment of cutting cylinders and blades.

2.2 *Garden features*: construction of new garden features, hard landscaping including carpentry, bricklaying, construction of paved areas, concreting, laying drains, earth moving, stump extraction. Soft landscaping, mensuration, ground contour construction, planting of trees, shrubs and borders.

2.3 *Maintenance of garden furniture*: repainting of seats, benches, goal posts, cold frames, glasshouses, trellis work, bridges and pergolas.

3. Equipment/machinery used by the Grounds Team (instruction will be given if necessary):

Motor cylinder mowers, rotary mowers, strimmers, fertilizer and herbicide distributors, power hedge cutters, mechanical water pumps, gas fired heaters, motor rollers, leaf sweepers, chainsaws, insecticide and fungicide sprayers, ride-on mowers and towed equipment, tractor and all appropriate equipment, sundry hand tools.

4. Data protection

To exercise care in the treatment of all personal, confidential and sensitive data to which the post holder has access and for which he/she has responsibility and to ensure that such information is not disclosed to any unauthorized person

As a member of the College team, to assist the Head Gardener and Deputy Head Gardener in other relevant tasks.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications Knowledge Skills Work Experience	<ul style="list-style-type: none"> • Relevant experience in an amenity horticulture job • Ability to perform most of the tasks specified in the job description to an satisfactory level • Willingness and ability to learn new skills • Good communications skills • Ability to work well in a small team • Discipline and focus on what needs to be done 	<ul style="list-style-type: none"> • NVQ Level 2 or equivalent in Amenity Horticulture • Full and clean driving license • PA1 and PA6 spraying certificates and chainsaw competence certificate preferable • Ability to work with the minimum of supervision
Personal Qualities	<ul style="list-style-type: none"> • Punctuality and reliability • Physical stamina sufficient to perform the job to the expected standard • Initiative and pro-active approach to the job • Positive, friendly and helpful attitude 	

TERMS AND CONDITIONS:

Appointment:	The post is full-time and permanent, with a standard 3 months' probation.
Hours:	<p>Working hours are 39.5 hours per week excluding 30 minutes unpaid lunch break, normally worked from 8.00 am to 16:30 Monday to Thursday and 9.00 am to 16:00 on Friday. Flexibility will be considered for suitable candidates.</p> <p>Some overtime work may be required, for which time off in lieu or payment will be given, in line with the College overtime policy.</p>
Training:	On the job training will be given when necessary. If required, the post holder will be expected to attend training courses, which normally are arranged during working hours.
Annual Leave	39 days per annum (pro-rata) including 8 Bank Holidays some of which you

Entitlement:	may have to work.
Grade:	The role is Wolfson College Grade 2. The salary range is 22,578 to 26,201 for a 39.5 hour week.
Salary	Starting salary for this appointment is £23,498 per annum.
Benefits:	Benefits include pension scheme, free lunch (within the limits of the lunch allowance), free parking.
Notice period:	1 week during probation, 3 months thereafter
Other conditions	The post is subject a providing evidence of the right to work in the UK, satisfactory references, completion of the health questionnaire and signing a contract of employment.

Equality of opportunity

The Equal Opportunities policy of the College requires that all staff are offered equal opportunities within employment. Entry into employment will be determined only by personal merit and the application of criteria related to the post. Subject to statutory provisions, no applicant will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Data Protection

All data supplied by candidates will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 1998 and the College Data Protection Policy (available on the website at <https://www.wolfson.ox.ac.uk/data-protection>)

APPLICATION:

Applications should include an application form, a full *curriculum vitae* and a covering letter explaining your interest in the role, why you are leaving your current employment and how you meet the selection criteria. The letter should be sent by post to HR Department, Wolfson College, Linton Road, Oxford OX2 6UD or by email (preferred) to recruitment@wolfson.ox.ac.uk .

The closing date is noon on 19th May 2024.

Wolfson College is and equal opportunities employer